FSIS NOTICE	48-16	8/4/16

ACTIONS TO FACILITATE INDUSTRY ACCESS TO THE PUBLIC HEALTH INFORMATION SYSTEM

I. PURPOSE

This notice re-issues the instructions in FSIS Notice 04-15 with information on establishments that slaughter or process Siluriformes fish and to clarify that it will no longer be necessary for inspection program personnel (IPP) (including import inspection personnel) to have an awareness meeting with establishment management to discuss the contents of this notice. This notice also clarifies that IPP are to be aware of the opportunity for establishment management to enroll in the Public Health Information System (PHIS) at any time and to facilitate establishment access to PHIS, if desired. Lastly, this notice instructs IPP on how to enter the name and contact information of the establishment's designated Establishment Administrator in the establishment's PHIS profile if they wish to enroll.

II. BACKGROUND

FSIS began implementing PHIS in April 2011 with the domestic inspection module. Since then, FSIS has continued the phased implementation of other PHIS components. In June 2012, FSIS implemented the import inspection module of PHIS, and in April 2014, the Agency integrated egg products inspection into PHIS. FSIS is now expanding PHIS to official establishments that slaughter and process Siluriformes fish. From the initial conception of PHIS, FSIS has intended to offer direct access to representatives of official meat, poultry, and egg products establishments and official import inspection establishments to facilitate the transfer of information from PHIS to establishment management and to facilitate official communication between FSIS and establishment management. In early 2012, FSIS granted access to PHIS on a pilot basis to a representative sample of establishments. Based on the feedback received during that pilot, FSIS improved the industry component of PHIS and tested those improvements in a second pilot in late 2012. FSIS began allowing meat and poultry establishments to initiate PHIS access on February 25, 2013. Beginning in March 2016, establishments slaughtering and processing Siluriformes fish were provided access to PHIS.

III. INDUSTRY ACCESS AND PRIVILEGES IN PHIS

A. IPP are to be aware that federally inspected meat (including Siluriformes fish) and poultry establishments, egg products plants, official import establishments, and approved voluntary inspection facilities have the option of enrolling for access to PHIS. IPP are to be aware of how establishments can access PHIS, as discussed in this section.

NOTE: Establishments that slaughter or process Siluriformes fish were eligible to enroll to gain access to PHIS once inspectors were assigned to the establishments on or after March 1, 2016.

DISTRIBUTION: Electronic	**NOTICE EXPIRES:** 8/1/17	**OPI:** OPPD

1. If establishment management chooses to enroll, they will be able to perform the following activities through the PHIS application:

    a. Review, respond to, or appeal noncompliance records electronically;

    b. Review and upload responses to Memoranda of Interview (MOI) electronically;

    c. Review, export, or print reports of certain establishment-specific data, including inspection results and lab sample results; and

    d. Review, export, or print a report of the PHIS profile for the establishment, which includes the following categories of information about the establishment:

        i. General information such as location, FSIS District and Circuit, size, inspection activities, and jurisdiction;

        ii. Active Hazard Analysis and Critical Control Point (HACCP) process categories;

NOTE: Not all of the activities listed will apply to egg products plants, which do not have a requirement for HACCP.

        iii. Inspection grants;

        iv. Approved operating schedule and pre-op sanitation schedule;

        v. Mailing and shipping addresses;

        vi. Parent Company;

        vii. Establishment contact personnel;

        viii. Product groups and estimated production volumes;

        ix. Active inspection tasks;

        x. Basic information about hazard analyses at the establishment; and

        xi. Slaughter lines, if applicable.

2. Even if establishment management chooses not to enroll to gain access to PHIS, it can receive the following email notifications from FSIS:

    a. Noncompliance records (NRs) by providing a valid email address and asking IPP to mark the "NR Notification" check box for the applicable establishment representatives on the Contacts page of the Establishment Profile in PHIS; and

NOTE: PHIS sends an email notification for each specific NR to establishment contacts who are designated in the "Addressed To" or "Personnel Notified" fields of that NR even if they do not have the "NR Notification" box checked.

    b. FSIS sampling results by providing a valid email address and asking IPP to mark the "Lab Sample Result Contact" check box for the applicable establishment representatives on the Contacts page of the Establishment Profile in PHIS.

NOTE: If the establishment does not receive the verification sampling results after signing up for these e-mails, the establishment should check any SPAM filter that may be blocking the e-mails and check junk folder locations on the email application. FSIS sends lab results from LIMSDirect@fsis.usda.gov, and this address can be added to the establishment's address book.

3. Establishments can elect to enroll in PHIS at a later date if they choose not to enroll at this time.

4. If the establishment wishes to access PHIS, it must:

    a. Have Internet access using one of the supported Web browsers. PHIS is a Web-based application that requires Internet access. The PHIS Establishment Management User Guide, available at http://www.fsis.usda.gov/phis under the "Accessing PHIS" heading, lists the Web browsing software supported by PHIS;

    b. Designate an individual to serve as the Establishment Administrator in PHIS. This individual will be responsible for administering PHIS roles for other representatives of the establishment. Once he or she enrolls in PHIS as the Establishment Administrator, this individual will be able to approve enrollment for up to two additional Establishment Administrators as well as other establishment users that have roles in PHIS. Each establishment can have up to three Establishment Administrators at one time. Currently, an individual can be enrolled in PHIS for only one establishment at a time;

    c. Ensure that the individual designated to serve as the Establishment Administrator has access to a valid email address to receive PHIS-related communication from FSIS; and

    d. Obtain Level 2 eAuthentication credentials for any individual who wishes to access PHIS. Industry can find information about obtaining Level 2 eAuthentication credentials in a letter to industry about PHIS from the FSIS Administrator on the FSIS Web site. If establishment management is not familiar with the industry letter, IPP are to provide this link to establishment management: http://www.fsis.usda.gov/wps/portal/fsis/topics/inspection/phis/dec-2-2010-letter-from-mr-almanza.

5. To set up an Establishment Administrator account in PHIS, establishment management will need to follow these steps:

    a. Provide to IPP assigned to the establishment the name, work phone number, and email address of the individual who is to be the Establishment Administrator. The IPP will record the desired Establishment Administrator in the establishment profile of PHIS (see instructions below). The name and email address must be the same name and e-mail address the individual used to register for Level 2 eAuthentication; and

    b. Have the designated Establishment Administrator log into the PHIS Web site (https://phis.fsis.usda.gov) using his or her Level 2 eAuthentication credentials to request enrollment in PHIS.

6. When an establishment makes a request to enroll in PHIS, the system will validate the request by comparing the requestor's Level 2 eAuthentication account information to the contact information for the Establishment Administrator in the PHIS Establishment Profile. If they match, PHIS will immediately grant the user the role of Establishment Administrator in PHIS.

7. If establishment management later needs to change the Establishment Administrator, the existing Establishment Administrator can grant that role to another individual. If for some reason the existing Establishment Administrator is unable to perform that function, then the establishment can

repeat the steps above to enroll a different individual as Establishment Administrator.

8. The PHIS Establishment Management User Guide, available at http://www.fsis.usda.gov/phis, provides instructions for establishments on how to use PHIS.

9. If establishment management encounters problems with the PHIS enrollment process, they can contact the FSIS Service Desk at 1-800-473-9135 and follow the prompts: Press "1" for problems concerning PHIS, then Press "2" for PHIS establishment management experiencing application problems.

10. If establishment management encounters problems with eAuthentication, they can contact the USDA eAuth Help Desk online: https://www.eauth.usda.gov/MainPages/eauthHelp.aspx, via email: at eAuthHelpDesk@ftc.usda.gov or by phone: 1-800-457-3642.

11. If establishment management has concerns that IPP are not recording the designated Establishment Administrator's contact information in PHIS in a timely manner, they can raise that concern to the next level in the supervisory chain.

    a. For meat and poultry establishments, egg products plants, and import inspection establishments, the chain of command would be: Inspector-In-Charge at the establishment, Multi-IPPS Supervisor, Frontline Supervisor, Deputy District Manager, District Manager.

IV. IPP UPDATE PROFILE

A. When the establishment provides the name of the individual who will serve as the first Establishment Administrator, IPP are to record the Establishment Administrator as a new contact with the position type of "Establishment Administrator" on the Contacts page of the establishment profile in PHIS. The individual may already be listed on the contacts page with one or more other positions, but IPP are to record the Establishment Administrator as a new contact.   IPP are to perform the following steps to enter the first name, last name, phone number, and email address of the establishment's designated Establishment Administrator exactly as given by the establishment:

1. Select Establishment Profile/Select Establishment in the left navigation menu;

2. Find the desired establishment on the "My Establishments" tab and click the blue house icon to open the profile for that establishment;

3. Select Establishment Profile/Contacts from the left navigation menu to open the contacts page for that establishment;

4. Confirm that the desired establishment is showing at the top of the contacts page;

5. Click on "Add New Contact" to open the Plant Contacts details page;

6. Select "Establishment Administrator" from the Position drop-down menu;

7. At a minimum, type the Establishment Administrator's first name, last name, phone number, and email address exactly as provided by establishment management in the appropriate fields. Record additional information for the Establishment Administrator if provided by establishment; and

8. Click "Save" and verify that the new contact appears as expected in the list of plant contacts.

B. As stated above, each establishment can have up to three Establishment Administrators listed at a

time in PHIS. However, IPP only need enter the initial Establishment Administrator in PHIS for enrollment validation. After that point, FSIS expects that the initial Establishment Administrator will manage any additional PHIS enrollment for the establishment. Other establishment roles managed by the initial Establishment Administrator will not display in the Contacts page of the Establishment Profile.

C. If establishment management wishes to remove the employee designated as the Establishment Administrator from the PHIS establishment profile, it may ask IPP to do so. In that event, IPP are to perform the following steps to delete that establishment contact from the PHIS establishment profile:

1. Select Establishment Profile/Select Establishment in the left navigation menu;

2. Find the desired establishment on the "My Establishments" tab and click the blue house icon to open the profile for that establishment;

3. Select Establishment Profile/Contacts from the left navigation menu to open the contacts page for that establishment;

4. Confirm that the desired establishment is showing at the top of the Contacts page;

5. Find the specified contact in the List of Contacts on the Plant Contacts page with the Position of "Establishment Administrator";

6. Click the trash can "Delete" icon for the specified contact person;

7. Click "Yes" in response to "Are you sure you want to delete this contact?"; and

8. Click "Yes" in response to "Deleting this contact may deactivate the account for this user. Do you want to continue?"

D. In addition to adding the Establishment Administrator, IPP are to verify that a contact with the Position of "Lab Results" exists in the List of Contacts on the Plant Contacts page. If no contact is listed, IPP are to ask the establishment for a designated "Lab Results" contact. FSIS will send sampling results and quarterly establishment letters to the contact. IPP are to perform the following steps to record this information:

1. Follow steps 1-5 in section IV. A. to enter the contact information in PHIS;

2. Select "Lab Results" from the Position drop-down menu;

3. Mark the "Lab Sample Result Contact" checkbox;

4. At a minimum, type the Lab Sampling Result Contact's first name, last name, phone number, and email address exactly as provided by establishment management; and

5. Click "Save" and verify the new contact appears as expected in the list of plant contacts.

E. IPP are to be aware that the PHIS system automatically disables industry user access due to a lack of logon activity of more than 90 days. Users attempting to login in this situation will receive the message "you do not have sufficient privileges to access this page" or will be redirected to the Profile page. To re-enable access, the establishment will need to contact the FSIS Service Desk for assistance.

V. DATA ANALYSIS

The Office of the Chief Information Officer (OCIO) will periodically report the number of Industry Users using PHIS and the Industry-related service desk tickets to assess the adoption and utilization of PHIS by industry users. The Office of Data Integration and Food Protection (ODIFP) will conduct ad hoc analyses as requested. Continued analysis of data indicates that there has been a steady increase in the number of Industry Users enrolling in PHIS.

VI. QUESTIONS

Refer questions regarding this Notice to the Policy Development Staff (PDS) through askFSIS or by telephone at 1-800-233-3935. When submitting a question, use the Submit a Question tab, and enter the following information in the fields provided:

Subject Field: Enter **Notice 48-16**
Question Field: Enter your question with as much detail as possible.
Product Field: Select **General Inspection Policy** from the drop-down menu.
Category Field: Select **Public Health Information System (PHIS)** from the drop-down menu.
Policy Arena: Select **Domestic (U.S.) Only** or **International (Import Export)** from the drop-down menu.

When all fields are complete, press **Continue** and at the next screen press **Finish Submitting Question.**

NOTE: Refer to FSIS Directive 5620.1, *Using askFSIS*, for additional information on submitting questions.

Assistant Administrator
Office of Policy and Program Development